

Minutes of the Qualification Meeting of Avon Township

March 18, 2020

Call to Order: Chair Mike Linn called to order the meeting of the Avon Township Supervisors at 7:00 P.M. in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon.

Pledge: The Pledge of Allegiance was recited.

Roll Call: the following individuals were present:

Board of Supervisors – *LeRoy Gondringer, Mike Linn, Ken Mergen, Kelly Martini (Treasurer), Stephen Saupe, (Clerk)*

Board Support – *Marion Gondringer (Deputy Clerk)*

Planning Commission – *LeRoy Gondringer, Rich Sanoski, Ken Mergen, Stephen Saupe*

Staff Members – *Joe Koopmeiners*

Approval of Agenda: Added to the agenda was approval of the Board of Canvass minutes. Mergen moved to approve the agenda as amended. Gondringer second. All in favor. Motion carried.

Business:

1. **Board of Canvass Minutes** – Gondringer moved to approve the minutes from the March 10, 2020 Board of Canvass meeting. Mergen second. All in favor. Motion carried.
2. **New Officers:** Mike Linn, Rich Sanoski, and Stephen Saupe were sworn-in as Supervisor for a three-year term, Supervisor for a one-year term, and Clerk for a two-year term, respectively. They recited the Oath of Office, signed the Oath, and were issued a Certificate of Election. Campaign financial statements have been obtained from all candidates.
3. **Chair & Vice-Chair** – Mergen nominated Linn as Chair. Sanoski second. All in favor. Motion carried. Linn nominated Mergen as Vice-Chair. Sanoski second. All in favor. Motion carried.
4. **Transfer of Town Records/Keys** – Merdan turned in his Town Hall key; it was issued to Sanoski. No records needed to be transferred.
5. **Appoint Committee Chairs/Members** – *the Supervisors made the following appointments:*
 - **Fire Board** – Mike Linn
 - **Fifth Monday** – Rich Sanoski
 - **Grounds & Buildings** – Mike Linn
 - **Maintenance Worker Supervisor** – Mike Linn
 - **Humane Society** – Joe Koopmeiners, with Rich Sanoski as backup
 - **Joint City / Township Planning Board** – Ken Mergen (with Mike Linn as alternate). LeRoy Gondringer was appointed the representative from the Planning Commission.
 - **Legal** – Ken Mergen
 - **Planning Commission Representative** – Rich Sanoski
 - **Roads & Snow** – Mike Linn
 - **Weeds & Roadside Restoration** – Joe Koopmeiners with Rich Sanoski as backup.
 - **County Liaison** – Ken Mergen

Mergen moved to approve the slate of appointments listed above. Sanoski second. All in favor. Motion carried.

6. **Housekeeping Report** – No report. Ms. Pilarski was unable to attend the meeting.
7. **Maintenance Worker Report** – Koopmeiners has been in contact with a representative from Stantec regarding our engineering quote for the proposed Tower Road and Shorewood Drive projects. He has not heard from Westwood; the Clerk will follow up. It was recommended to install a hand-sanitizer station in the entrance to the Town Hall.
8. **Official Newspaper** – Mergen moved to approve **Resolution No. 03-18-20-1. *Resolution Setting The Official Newspaper For Avon Township.*** Sanoski second. All in favor. Motion carried.
9. **Official Posting Places** – Mergen moved to approve **Resolution No. 03-18-20-2. *Resolution Setting The Official Posting Places For Avon Township.*** Sanoski second. All in favor. Motion carried.
10. **Designate a Town Bank** – for a future meeting.
11. **Salary, Fee, & Mileage Schedule** – Several changes to the Fee & Salary were suggested (*see appended*). Mergen moved to approve the amended Fee & Salary Schedule. Sanoski second. All in favor. Motion carried. No bike race permit fee will be implemented at this time.
12. **Authorize Work** – Sanoski moved to approve the purchase of necessary office and other supplies required by Town officials and staff – including the Supervisors, Treasurer, Clerk (and deputies), Maintenance worker (Koopmeiners), and Housekeeper (Pilarski) – to carry out their assigned duties and responsibilities. Mergen second. All in favor. Motion carried.
13. **Conflicts of Interest** – none were identified.
14. **Establishing a Policy for the Compensation of Town Officers.** Resolution 07-05-17-1, updated according to Resolution 04-04-18-1, authorizes compensation for Town Officers. It will be reviewed at the April Supervisor’s meeting.
15. **Snow Policy** – Resolution 04-04-18-4 will be reviewed at the April Supervisor meeting.
16. **AWAIR Policy** – Mergen moved to approve the AWAIR Program plan. Sanoski second. All in favor. Motion carried. The document will be signed at the April meeting.
17. **Financial Reporting Forms** – The Treasurer reported that all required forms have been submitted. The Clerk submitted levy information to the County.
18. **Training Courses** – Upcoming MAT Spring Short Course have been cancelled. Sanoski and Mergen need to complete Board of Appeals training.
19. **Planning Commission Report/Update** – The terms of Saupe and Mohs (Huston’s replacement) expire in April. The Supervisors conducted a performance review of both Mohs and Saupe. Mergen moved to reappoint Mohs and Saupe to a three-year (2020 – 2023) term on the Planning Commission. Sanoski second. All in favor. Motion carried.
20. **Performance Reviews** – postponed due to COVID-19.

Other Business:

1. **Upcoming Meetings** – due to the emergency declared by the Governor over COVID-19, the uncertainties about holding public meetings, and the lack of scheduled business, Linn moved to cancel the Planning Commission meeting scheduled for March 25, 2020. Sanoski second. All in favor. Motion carried. Mergen moved to authorize Linn, Martini and Saupe to pay bills and take care of essential financial business if it is also necessary to cancel the April Supervisor meeting due to the COVID-19 emergency. Sanoski second. All in favor. Motion carried.

Adjournment: Sanoski moved to adjourn the meeting at 9:03 PM. Mergen second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____ date: _____

Supervisor Approval: _____ date: _____

Mike Linn

Ken Mergen

Rich Sanoski

Fee Schedule

Amount	Item
\$100	911 Signs (<i>includes sign, post & installation</i>)
\$25	Certificate of Compliance
\$15	Chainsaw rental (<i>per hour</i>)
\$400	Conditional Use Permit
\$50	Driveway Permit
\$500	Driveway Permit Deposit (<i>deposited in Township treasury and refunded after completion and inspection determines no damage, with a 2-year limit on refund</i>)
\$400	Encroachment Agreement (<i>includes recording costs</i>)
Twice permit amount	Late fee (<i>for any construction or other work that begins prior to issuing permit</i>)
\$150	Liquor License (<i>to take place at a Supervisor Meeting</i>)
\$25	Noise Ordinance Exemption
\$400	Public Hearing (<i>Other</i>)
\$100	Plat signing fee – (<i>outside regular scheduled meeting</i>)
\$25.00/hr	Record searches (<i>outside regular scheduled Hall hours</i>)
\$0.25/copy	Record duplicating
\$150 + fees	Road Vacation (<i>fees include recording, legal cost, etc.</i>)
\$500	Site inspections (<i>by Supervisors and Planning Commission members</i>)
\$25	Special Assessment Search
\$400	Special Meeting
\$400	Variance

Salary/Wage Scale

Amount	Item
\$15	Hourly wage – Laborer, Housekeeping, etc.
\$15	Hourly wage – Election judge
\$25 – 30	Hourly wage – Snow Plow Operator
\$75	Monthly Meeting stipend – <i>Elected and appointed officials; for required City, Town, County, or MAT meetings/trainings shorter than 4 hours</i>
\$55	Election Judge Training
\$100	Monthly Meeting stipend – <i>Elected and appointed officials; for required City, Town, County, or MAT meetings/trainings longer than 4 hours</i>
\$55	Qualification Meeting stipend for staff
\$55	Moderator Stipend – Annual Meeting
\$55	Site inspection stipend (<i>only if not prior to a regularly-scheduled meeting</i>)
\$260	Treasurer – monthly stipend
\$300	Clerk – monthly stipend
\$260	Deputy Clerk – monthly stipend
Mileage	Follow federal guidelines. Mileage is not paid regularly scheduled Township meetings (i.e., Supervisors, Planning Commission), or for Election judges serving at the Town Hall.

**Avon Township
Stearns County, Minnesota**

ANNUAL REVIEW – AWAIR PROGRAM – 2020
(Workplace Accident and Injury Reduction Program)

The following constitutes documentation of the town board’s annual review of its workplace accident and injury reduction program.

- _____ 1. All town officers and employees are aware of the program and their responsibilities under it.
- _____ 2. In addition to the on-going attention paid by officers and employees to potential hazards in the workplace, an annual inspection of the workplace has been completed.
- _____ 3. Potential hazards, if any, identified throughout the year and at the annual inspection have been analyzed and corrected in an appropriate manner.
- _____ 4. Accidents, if any, which occurred in the year have been investigated according to the procedures set out in the program and any needed corrective actions have been taken.
- _____ 5. Any enforcement actions needed to uphold the goals and objectives of the program have been taken in accordance with the program and any other established procedures.
- _____ 6. The language of the AWAIR program, including the goals and objectives, has been reviewed in light of the activities and experiences occurring over the year.
- _____ 7. Any needed changes to the program have been identified and implemented, or assigned to a specific person with a plan for obtaining additional information and implementing any needed changes.

Additional Program Notes:

BY THE TOWN BOARD

Mike Linn

Ken Mergen

Rich Sanoski

Attest:

date